

File Preparation

Midwest Presort can accept most types of PC files, but to avoid conversion charges, a certain format the utilized mailing program can recognize is needed.

The mail list file(s) should be in either “*comma delimited text file*”, “*tab delimited text*” or Excel .csv file. Most database programs will easily convert to these types of file by using either the **Export (Data)** or **Save As** commands, and then specifying the type of file required. (Note: *ASCII* is the same as a standard text file so if the program wants to export it to “*Tab delimited ASCII*”, that is fine).

Please review this information for items to adhere to when using an Excel spreadsheet.

1. **KEEP COLUMNS CONSISTENT** – (Ex.) Don’t allow the address to be in ‘Column F’ for one entry, but in ‘Column E’ for another.
2. **MORE COLUMNS ALLOW EASIER DATA MANIPULATION** – (Ex.) Have the ‘City’ ‘State’ and ‘Zip Code’ data each have their own columns, rather than all three items in one. Also, if some records use individual’s names while others use a company name, it is better to have separate columns for each.
3. When exporting, use **File→Save As→Comma Delimited (.CSV)** for best results.

Below is a sample of suggested columns for the data layout.

First Last Company Address1 Address2 City ST Zip

- Please do not have more than 2 address lines.
- Other columns for *Prefix; Middle Initial; Titles; etc.* can be added as necessary.
- When working in Excel, make sure the ZIP Code column is set to Text (format).
 - Insures beginning 0’s in the zip codes are not removed.
- The most important aspect of spreadsheets is having each column’s data consistent.

If the list data is not in a format as needed above, Midwest Presort can usually fix it for an hourly charge. Midwest Presort can also put the file into a compatible format then return it, allowing a correct spreadsheet for personal use to work with in the future.

Please email questions to Randyb@midwestpresort.com & Scotts@midwestpresort.com